



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida
Jacksonville Division**



EMPLOYMENT OPPORTUNITY

Position: Deputy-in-Charge

Location: Jacksonville, Florida

Starting Salary Range: \$54,087 – 104,545*

CPS 28/1 – 29/61, Promotion to CL 31

Date: July 17, 2009

Announcement No. 09-12

Closing Date: Until Filled

Position Overview: The United States Bankruptcy Court for the Middle District of Florida is presently accepting applications for the position of Deputy-in-Charge of the divisional clerk's office in Jacksonville, Florida. The Deputy-in-Charge is responsible for the day-to-day operation and administration of the division and provides leadership and direction to employees. The incumbent serves as liaison between the clerk's office and the court, the bar, the public, other governmental agencies and vendors in matters affecting the divisional office. The Deputy-in-Charge reports to the Clerk of Court and works closely with the Clerk, Chief Deputy Clerk, and other senior managers in identifying and implementing district wide policies and practices in both operations and administration.

Responsibilities:

- Directs the full range of operation functions.
- Performs all duties and responsibilities required of a supervisor for personnel supervised. Oversees the training and development of employees. Administers personnel matters and interacts professionally and effectively with employees. Evaluates employee performance. Recommends numerous personnel actions, such as: selections, promotions, reassignments, disciplinary actions, and separations. Plans, coordinates and schedules work operations.
- Maintains open communications with the judicial officers and keeps them updated on overall operations of the division. Maintains good relationships with chambers staff.
- Coordinates administrative maintenance of the division (e.g., telephone, space and procurement, etc.). Determines material, equipment and facilities necessary to accomplish the work.
- Communicates the policies, procedures, and objectives of management to staff to enhance the overall capability/productivity of the total organization. Deals effectively with employees concerning their suggestions, complaints, and other employee related matters.
- Ensures equity among subordinate employees in terms of performance standards, rating techniques of employees and work performed. Makes decisions on controversial work problems presented by subordinates.
- Serves as a member of the management team, recommending establishing and implementing both long and short term strategic initiatives for the clerk's office
- Interacts with other courts, federal agencies, the Bar, the public, the Administrative Office, vendors and contractors.
- Prepares statistical reports for the divisional office.
- Other duties as assigned.

Qualifications: Candidates must possess a minimum of six (6) years of previous work experience as follows: three (3) years of progressively responsible experience in administrative, technical, professional, or other responsible experience which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in simultaneously handling multiple projects, issues, and responsibilities, and the ability to exercise sound judgment; and three (3) years of progressively responsible supervisory or management experience, with responsibility for directing the work of others. Experience in conducting performance evaluations, planning and scheduling work operations is a must. Candidates must possess exceptional leadership, organizational, project management, and human relations skills, a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Bankruptcy Court, as well as excellent written and oral communication skills. In addition, the incumbent must be a proven problem solver who can provide innovative solutions to workplace problems and employee relations issues. Candidates must have strong organizational commitment including the ability to be flexible and adaptable. Excellent computer skills in a Windows environment, Adobe Acrobat and use of the internet are required.

Preferred Qualifications:

- Bankruptcy Court experience is highly preferred
- Experience in a CM/ECF environment
- A bachelor's degree in business management, public administration or related professional field (Extensive experience in managerial and leadership positions will be considered in lieu of a degree.)

Information for Applicants: Starting salary is commensurate with work experience, previous bankruptcy experience and previous federal judiciary experience. Only qualified applicants will be considered for this position. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a background investigation has been concluded. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Application and Selection Procedures: Qualified persons are invited to submit an original and 3 copies of a detailed resume including educational, work and salary history as well as a narrative statement not to exceed two pages in length addressing: 1) the incumbent's leadership experience in solving one or more complex employee relations issue(s), and 2) the applicant's ability to meet position requirements. For first consideration, resumes must be received by August 14, 2009.

Please submit application materials in an envelope marked "CONFIDENTIAL" to:

Lee Ann Bennett, Clerk of Court
United States Bankruptcy Court
Sam M. Gibbons U.S. Courthouse
801 North Florida Avenue, Suite #555
Tampa, Florida 33602-3899

The Court will notify applicants selected for an interview. The best-qualified applicants will be invited for interviews. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

About the U.S. Bankruptcy Court: The Court has divisional offices in Jacksonville, Orlando and Tampa and holds court in Ft. Myers and with eight active judges and one recall judge. The headquarters for the Court are located in Tampa. The Clerk's office employs 125 full time deputy clerks and handles current annual case filings of 52,500. The Jacksonville office employs 25 full time deputy clerks and handles annual case filings of 10,000.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Vacation Leave and sick leave
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Participation in Federal Employees Retirement System

The United States Bankruptcy Court is an Equal Opportunity Employer